

## Job Description

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<b>Job Title:</b>	Registered Dietician
<b>Department:</b>	Food Services
<b>Reports To:</b>	Director of Food Services
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 8
<b>Effective Date:</b>	September 2018

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### **Primary Purpose**

The incumbent will be responsible for developing, implementing and maintaining nutrition programming at the University with a primary focus on health and wellness for the student population.

### **Key Accountabilities**

#### **Staff Education and Food Safety**

- Coordinate and deliver staff training, ensure accurate food labeling programming, and work with the culinary team in supporting balanced menus.
- Monitor, evaluate and update nutrition software information. Integrate new technical nutrition information into staff training and continuing education programs.
- Provide expert technical assistance including teaching kits and educational resources to Food Services Employees regarding nutrition management of specific student needs.
- Working with other campus resources, provide or develop information, written resources, media and teaching material for all aspects of nutrition programming throughout the year.

#### **Student/Staff Engagement and Event Planning**

- Counseling students, especially those on meal plan with dietary restrictions that need support navigating our menus and regarding various nutrition topics to assist in meeting their individual nutritional needs and goals.
- Deliver presentations related to nutrition programming to the campus community, and promote initiatives through social media.
- Collaborate with Food Services Marketing team on social media strategies and key messaging regarding nutritional awareness.
- Utilize health promotion strategies to implement and lead a workshop series aimed to increase healthy eating and food skills.
- Facilitate focus group sessions with community stakeholders.
- Collaborate in planning and participate in delivery of nutrition and healthy lifestyle programming by Health Services for special events including Cooking demonstrations, Student Life 101 and Frosh Orientation.
- Engagement/liaison with other departments e.g. sustainability office, student research, student health, campus wellness in supporting a dynamic Campus Wellness program.
- Uses organizational and project management skills to plan, coordinate and implement specific education programs for students.
- Participate as a member of the University of Waterloo Food Advisory Board, advocating for students nutritional needs.
- Ensure confidential, accurate and concise documentation of student information.

#### **Nutritional Database and Allergy Management**

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- Maintain nutritional database based on current and new menu items.
- Nutrition Facts calculations and conveyance to customers (e.g. labeling, online).
- Consulting with culinary team on menu development including researching and advising on nutrition focused menu items and current trends.
- Gives advice and council to Food Services about quality of food and nutritional needs of students when requested.
- Assess nutrition education needs of the University of Waterloo student population identifying target groups and gaps in service. Develop, implement, co-ordinate and evaluate plans to meet those needs.
- Monitor and evaluate effectiveness of food allergy program and implement improvements.

### **Financial accountabilities**

- Collaborate with the Unit Chef to evaluate food products through menu management and evaluation to ensure targets are met.
- May assist in developing the annual operating budget for specific area.
- May be required to provide cost analysis and recommend corrective action where needed.

### **Other duties as assigned**

- Collaborate with stakeholders on Campus Wellness promotion
- May be required to assist with campus sustainability goals
- Mentor and develop dietetic interns on Food Services placements

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

## **Required Qualifications**

### **Education**

- Completion of an undergraduate degree with internship in Public Health or related field of study
- Has their Registered Dietitian accreditation.
- Member in good standing with the College of Dieticians of Ontario.
- Completed an accredited food allergen training program.
- Food Safety certification

### **Experience**

- Three years of relevant experience in a food service operation, catering department, restaurant or institutional kitchen operation.
- Demonstrated track record of delivering nutrition awareness programming/events and food safety training.
- Experience with nutrition analysis software to effectively communicate and promote nutritional information to the campus community.

### **Knowledge/Skills/Abilities**

- Proven ability to work with minimum of supervision in a fast paced, customer oriented environment
- Excellent motivator with highly developed interpersonal, organization and communication skills (written and oral)
- Must have the ability to effectively communicate with all levels of the university and relate well to individuals and groups with widely varying backgrounds, perspectives, education, and skills
- A good understanding of and appreciation for the complex and unique needs of the campus community

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| <ul style="list-style-type: none"><li>• Proficient in the use of common computer software programs</li></ul> |
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### **Nature and Scope**

- **Contacts:** Internally communicates with members of the University community to deal with, influence and motivate others. Externally interacts with customers, suppliers, vendors. Demonstrate sound judgment, tact, professionalism and objectivity when dealing with concerns and issues that arise.
- **Level of Responsibility:** Coordinates a specialized function within the department and is responsible for the work within that area of responsibility to support operations. Provide sound and assertive judgment by providing a thoughtful but assertive approach.
- **Decision-Making Authority:** Makes timely, diverse and critical decisions based on dietary restrictions and needs. Training and consultation with the Food Services team and clients are critical in maintaining accurate standards and food safety.
- **Physical and Sensory Demands:** Minimal demands primarily operating within an office environment. Occasional hands-on activities within a restaurant setting and requires minimal exertion of physical effort.
- **Working Environment:** Primarily office based setting with regular hours and involves visiting Food Services units and functions as needed. Required to maintain a flexible schedule to facilitate daily operations and events, which may include work rotation through day, evening and weekends